

	APOLLO HOSPITALS,SECUNDERABAD	HRM- 03
		Issue: C
POLICY ON ANTECEDENT VERIFICATION		Date: 06-01-2017
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PREPARED BY: V.P-HR	APPROVED BY: Chief Executive Officer	

1.0 Purpose

To identify and implement verification methodology for the employees as identified by the management with respect to criminal / negligence background

Objectives

To verify the

- Education
- Address verification
- Conduct
- Criminal /Negligence background

2.0 Scope:

Identified Employees of Apollo Hospitals,Secunderabad(given below).

3.0 Responsibility :

Human Resources department

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IDENTIFIED DEPARTMENT FOR ANTECEDENT VERIFICATION

S.No	Department	Position
1	Billing	All positions
2	Biomedical	All positions
3	Materials	All positions
4	Medical Records	All positions
5	OP services	All positions
6	Front Office	All positions

Procedure :

At Apollo Hospitals, Secunderabad, the HR department initiates the process, for the identified positions at the time of joining. The concerned employee details are given to the outsourced agency and the agency completes the verification as per the requirement and gives the report within 10 days, upon which joining order is given to the employee. All the details which are obtained from the agency are kept confidential and filed in the individual personal file.

The format of verification is given below.

**CONTROLLED COPY
QUALITY DEPARTMENT**

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ANTECEDENT VERIFICATION FORMAT

Full Name	
Father / Husband Name	
Sex, Age, date of Birth	
Education Qualification	
Present Address	
Address Verification	
Marital Status	
Political Affiliation	
Police Verification	A) Conviction if any B) Any other activity which brings him/ her in to the police record.

FREQUENCY:

At the time of joining and whenever required.